silent 700

electronic data terminals

Supplement to the Model 742 Programmable Data Terminal Operating Instructions

SUPPLEMENT

Manual No. 974070-9701
Issued 1 October 1974

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Model 742 Programmable Data Terminal Operating Instructions Supplement, 974070-9701
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Revision Letter	Date	ECN		Description
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INTRODUCTION

This supplement is a companion to the Model 742 Programmable Data Terminal Operating Instructions (TI Manual 974079-9701). The two manuals are coordinated so that when you learn an operating procedure in the Operating Instructions, you can practice the procedure in the Supplement. You should carefully study the Operating Instructions before attempting to use this manual, since the exercises contained herein assume that you are familiar with basic operations and switch and control locations and settings.

NOTE

Perform all steps contained in this manual and do not change switch settings or install different tape cassettes between exercises. This manual has been designed for you to perform steps sequentially within each exercise and from exercise to exercise.

EXERCISE 1. GETTING THE FEEL OF THE TERMINAL

This exercise gives you an opportunity to gain the feel of the keyboard and to learn how the keyboard special function keys operate.

1. Load a fresh roll of TI printing paper into the terminal.
2. Set the terminal ON LINE switch to OFF.
3. Set KEYBOARD to LOCAL.
4. Set PLAYBACK to LOCAL.
5. Set RECORD to LOCAL.
6. Set PRINTER to LOCAL.
7. Type the following two paragraphs, ending each line by first pressing the LINE FEED key, then the RETURN key; and the first paragraph by pressing the LINE FEED key twice, then the RETURN key.

NOTE

Do not worry if you make a typing error in this exercise.
You will learn how to correct errors later.

THE MODEL 742 IS ONE OF THE MOST MODERN PROGRAMMABLE DATA TERMINALS ON THE MARKET. IN ADDITION TO BEING SILENT - YOU CAN BARELY HEAR THE PRINTING - THE MODEL 742 WILL SAVE YOU HOURS OF EDITING AND RE-EDITING TAPES. RIGHT NOW YOU ARE TYPING IN THE LOCAL MODE - NO DATA IS BEING TRANSMITTED TO THE COMMUNICATION LINE. IN FACT, THE MODEL 742 IS OPERATING VERY MUCH LIKE A TYPEWRITER... AN ELECTRONIC TYPEWRITER. THE KEYS ARE GENERATING CODES WHICH ARE SENT TO THE PRINTER TO PRODUCE PRINTING. LATER YOU WILL LEARN HOW TO SEND THESE CODES TO TAPE CASSETTES AND TO THE LINE.

ALL THE CHARACTERS BEING PRINTED ARE IN THE UPPER CASE; NO LOWER CASE ALPHABET CHARACTERS CAN BE GENERATED FROM THE 742 KEYBOARD. HOWEVER, THE ALPHA SHIFT KEY, WHEN USED IN CONJUNCTION WITH OTHER KEYS, DOES PRODUCE ADDITIONAL CODES.

8. Press and hold the ALPHA SHIFT key.
9. Press the following keys: 1 2 3 4 5 6 7 8 9 0 : - O P H K L M , . /
10. Release the ALPHA SHIFT key.
11. Press the LINE FEED key, then the RETURN key.
12. Type the following lines, ending each line by pressing the LINE FEED key, then the RETURN key:

THE NUM LOCK KEY, WHEN USED WITH THE WHITE KEYS, ALLOWS YOU TO ENTER NUMERIC DATA IN MUCH THE SAME WAY AS YOU WOULD ON AN ADDING MACHINE.

13. Press the NUM LOCK key.

14. Press the following *white* keys: U I O J K L N M , .

15. Release the NUM LOCK key.

16. Press the LINE FEED key, then the RETURN key.

17. Type the following line ending the line by pressing the LINE FEED key, then the RETURN key.

```
THE REPEAT KEY IS USED TO REPEAT CHARACTERS.
```

18. Press and hold the REPEAT key.

19. Press the following keys, waiting a few seconds between pressings:
    K D W N F

20. Release the REPEAT key.

21. Press the LINE FEED key, then the RETURN key.

22. Type the following paragraph, ending each line by pressing the LINE FEED key, then the RETURN key.

```
WHEN SOME OF THE KEYS ARE PRESSED WHILE THE SHIFT CTRL KEY IS PRESSED AND
HELD, THEY GENERATE CODES WHICH DO NOT PRODUCE PRINTING, BUT DO PRODUCE CER-
TAIN ACTIONS.  THESE CODES CAN ALSO PRODUCE THE SAME ACTIONS ON A REMOTE
TERMINAL.  FOR EXAMPLE, WHEN THE SHIFT CTRL IS PRESSED AND HELD WHILE THE G
KEY IS PRESSED, THE BELL ON THE LOCAL TERMINAL WILL SOUND AND/OR IF THE CODE
IS TRANSMITTED TO A REMOTE TERMINAL, ITS BELL WILL SOUND.  ANOTHER  EXAMPLE:
THE SHIFT CTRL KEY AND THE H KEY GENERATE THE BACKSPACE CODE.  IF THIS CODE
IS TRANSMITTED TO A REMOTE TERMINAL, ITS PRINTHEAD WILL BACKSPACE.
```

23. Press and hold the SHIFT CTRL key.

24. Press the G key; the bell will sound (beeper).

25. Release the SHIFT CTRL key.

26. Type in your name.

27. Press and hold the SHIFT CTRL key.

28. Press the H key; the printhead will backspace one character.

29. Release the SHIFT CTRL key.

30. Press the LINE FEED key, then the RETURN key.

EXERCISE 2. BECOMING FAMILIAR WITH TAPE CASSETTE OPERATION

This exercise helps you understand how the cassette-related switches operate.

Setting up a cassette transport for record or playback:

1. Press the top part of the RECORD/PLAYBACK switch (upper unit control panel, top row, middle switch). The CASSETTE 1 RECORD and the CASSETTE 2 PLAYBACK indicators will illuminate, indicating that the CASSETTE 1 transport is set to record data and the CASSETTE 2 transport is set to play back data. The RECORD CONTROL switches (upper unit control panel, middle row, right switches) will control CASSETTE 1, and the PLAYBACK CONTROL switches will control CASSETTE 2.

2. Press the bottom part of the RECORD/PLAYBACK switch. The CASSETTE 1 PLAYBACK and CASSETTE 2 RECORD indicators will illuminate, indicating that the CASSETTE 1 transport is set to play back data and the CASSETTE 2 transport is set to record data. The PLAYBACK CONTROL switches will control CASSETTE 1, and the RECORD CONTROL switches will control CASSETTE 2.

Loading a tape cassette:

3. Insert a blank tape cassette (Side A facing you) into the CASSETTE 1 transport.

4. Press the top part of the CASSETTE 1 REWIND switch. When clear leader is sensed at the beginning of the tape, the END indicator will illuminate.

5. Press the top part of the CASSETTE 1 LOAD/FF/STOP switch. When the BOT marker is sensed, the READY indicator will illuminate. Side A is "loaded"; i.e., ready for playback or record on the CASSETTE 1 transport.

Starting and stopping the fast forward movement:

6. Press the top part of the CASSETTE 1 LOAD/FF/STOP switch again. The tape will move forward at fast speed towards the end of the tape. Wait about 15 seconds, then . . .

7. Press the bottom part of the CASSETTE 1 LOAD/FF/STOP switch. The fast forward movement will stop.

> NOTE
>
> In this case, since the bottom part of the RECORD/PLAYBACK switch was last pressed, Side A is ready for playback. If you were to press the top part of the RECORD/PLAYBACK switch, Side A would be ready for record.

Turning a tape cassette around to use the other side by rewinding:

> NOTE
>
> Use this method when you have stopped recording on, or playing back from, a location somewhere between the beginning of a tape to the middle of a tape.

8. Press the top part of the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.

9. Remove the tape cassette from the CASSETTE 1 transport.

NOTE

With Side A facing you, you will notice that most of the tape is to the right, indicating that Side A is at the beginning of the tape.

10. Turn the tape cassette around so that Side B is facing you (tape side up).

NOTE

Now most of the tape is to the left, indicating that Side B is at the end of the tape.

11. Insert the tape cassette (Side B facing you) back into the CASSETTE 1 transport. When you close the transport door, the END indicator will illuminate indicating that clear leader is sensed. From the position of the tape (left side), you can tell that the clear leader at the EOT is being sensed, not at BOT.

12. Press the top part of the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.

13. Press the top part of the CASSETTE 1 LOAD/FF/STOP switch and wait for the adjacent READY indicator to illuminate. Side B is "loaded," i.e., ready for playback or record at the beginning of tape on the CASSETTE 1 transport.

Moving a tape cassette from one transport to another:

14. Press the top part of the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.

15. Remove the tape cassette from the CASSETTE 1 transport.

16. Insert the tape cassette (Side B facing you) into the CASSETTE 2 transport. When you close the transport door, the END indicator will illuminate, indicating that clear leader is sensed. From the position of the tape (right side) you can tell that the clear leader at the BOT is being sensed, not at the EOT. Therefore, the tape need not be rewound.

17. Press the top part of the CASSETTE 2 LOAD/FF/STOP switch and wait for the adjacent READY indicator to illuminate. Side B is "loaded"; i.e., ready for playback or record at the beginning of tape on the CASSETTE 2 transport.

18. For illustrative purposes, press the top part of the CASSETTE 2 LOAD/FF/STOP switch again; then press the bottom part when you see that the tape has moved past the middle (watch the tape). Now suppose that you have been recording or playing back from (instead of moving forward to) that part of the tape.

Turning a tape cassette around to use the other side by moving forward, not rewinding:

NOTE

Use this method when you have stopped recording on, or playing back from, a location somewhere between the middle of a tape to the end of a tape.

19. Press the top part of the CASSETTE 2 LOAD/FF/STOP switch. The tape will move forward at a fast speed toward the end of the tape. When clear leader is sensed, the END indicator will illuminate.

20. Remove the tape cassette from the CASSETTE 2 transport.

NOTE

With Side B facing you, you will notice that most of the tape is to the left, indicating that Side B is at the end of tape.

21. Turn the tape cassette around so that Side A is facing you (tape side up).

NOTE

Now most of the tape is to the right, indicating that Side A is at the beginning of tape.

22. Insert the tape cassette (Side A facing you) back into the CASSETTE 2 transport. When you close the transport door, the END indicator will illuminate, indicating that clear leader is sensed. From the position of the tape (right side), you can tell that the clear leader at BOT is being sensed, not at the EOT. Therefore, there is no need to rewind the tape.

23. Press the top part of the CASSETTE 2 LOAD/FF/STOP switch and wait for the READY indicator to illuminate. Side A is "loaded"; i.e., ready for playback or record on the CASSETTE 2 transport.

EXERCISE 3A. RECORDING ON TAPE CASSETTE IN THE *LINE* TAPE FORMAT

This exercise demonstrates how to record data on tape and how to correct errors discovered before recording.

1. Set TAPE FORMAT to LINE.

2. Press the RECORD CONTROL/ON switch.

> NOTE
>
> Ignore any typing mistakes you make in the next two steps. If you accidently hit RETURN or the terminal automatically responds with a carriage return, just begin the next line as directed. You will be given a chance to correct errors later.

3. Type the following paragraph, ending each line by first pressing the LINE FEED key, then the RETURN key. End the first paragraph by pressing the LINE FEED key twice, then the RETURN key. The RETURN key will initiate recording.

```
THE KEYS YOU ARE PRESSING ARE GENERATING CODES WHICH ARE BEING TRANSMITTED TO
THE PRINTER AND TO THE RECORD BUFFER.  YOU CAN SEE THE ASCII REPRESENTATION
ON THE CHARACTER DISPLAY.  SINCE THE TAPE FORMAT SWITCH IS SET TO LINE, WHEN
YOU PRESS THE RETURN KEY, THE CONTENTS OF THE RECORD BUFFER ARE RECORDED ON
THE RECORD CASSETTE (IN THIS CASE, CASSETTE 2).

RECORDING ALSO OCCURS WHEN THE 86TH CHARACTER IS ENTERED INTO THE RECORD BUFFER
OR WHEN THE RECORD CONTROL/OFF SWITCH IS PRESSED.  IF THE RETURN KEY OR RECORD
CONTROL/OFF SWITCH IS PRESSED WHEN THE RECORD BUFFER IS ONLY PARTIALLY FILLED
(FILLED = 86 CHARACTERS), PART OF THE BLOCK RECORDED WILL CONTAIN NULLS
(BLANKS).  THE CHARACTER DISPLAY LIGHTS WILL GO OUT AFTER A BLOCK IS RECORDED,
```

4. Type the following line, ending the line by pressing the RECORD CONTROL/OFF switch. The block recorded on tape by pressing the RECORD CONTROL/OFF switch will be only partially filled with data (up through "EMPTY").

```
INDICATING THE RECORD BUFFER IS EMPTY.
```

5. Press the RECORD CONTROL/ON switch.

> NOTE
>
> Since you used the RECORD CONTROL/OFF switch instead of the RETURN key to initiate recording, the block (line) you just recorded on tape does not contain a carriage return character (or a line feed character). If you were to play back this tape later (and you will), the line following this line would print over this one.

6. Therefore, press the LINE FEED key, then the RETURN key. The block just recorded contains only two characters, namely the line feed and return characters.

NOTE

You are going to be instructed to make some errors in the next 15 steps. If you accidently press the RETURN key before instructed to do so (step 22), return to step 7.

7. Type the following (do *not* press the LINE FEED or RETURN key):

```
ERRORS ARE COLLECTED
```

8. Press the TAPE ← key 6 times or until the first "L" in "COLLECTED" is visible directly to the left of the printhead. (If you go too far to the left, press the TAPE → key).

9. Press the TAPE ← key one more time; the printhead will cover the "L".

10. Press the R key twice; the two "R's" will strike over the two "L's" on the printer and replace the two "L's" in the record buffer.

HINT

Think of the record buffer as containing 86 slots. One character may be stored in each slot. The TAPE ← and TAPE → keys control a pointer which points to a particular slot. When you strike over a character on the printer, you also store that new character in the record buffer slot referenced by the pointer. The location of the pointer in the record buffer corresponds to the position of the printhead on the printer unless some nonprintable characters are stored in the record buffer, in which case you have to remember where they are.

11. Press the TAPE → key 5 times until the "D" in "CORRECTED" is visible directly to the left of the printhead.

12. Press the SPACE bar.

13. Type the rest of the line (do not press the LINE FEED or RETURN key):

```
WHILE THE CHARACTERS ARE IN THE RECORD BUFFER.
```

14. Press the TAPE ← key until the "W" in "WHILE" is visible directly to the left of the printhead.

15. Press the TAPE ← key one more time; the printhead will cover the "W".

16. Type the following (do *not* press the LINE FEED or RETURN key):

```
WHEN THEY ARE DISCOVERED BEFORE RECORDING.
```

17. Press the TAPE → key four times.

18. Press the PAPER ADV key.

19. Press the RECORD CONTROL/PRINT switch; the contents of the record buffer will be printed out.

20. As you can see there are four unwanted characters at the end of the line; i.e., the "FER." in "BUFFER." Since there were not as many characters in the replacement line (step 16) as there were in the record buffer (step 13), four characters were left over. You did not replace those four characters with new characters.

21. Press the TAPE ← key four times; the "." after "RECORDING" will be visible directly to the left of the printhead.

22. Press the LINE FEED key, then the RETURN key; the contents of the record buffer up to the RETURN character will be recorded on CASSETTE 2. The "FER." characters were not recorded, and they have been erased from the record buffer.

23. Type the following line (do *not* press the LINE FEED or RETURN key):

```
IF YOU WISH TO RETYPE AN ENTIRE LINE BEFORE RECORDING,
```

24. Press the RECORD CONTROL/ERASE switch; the above line will be erased from the record buffer.

25. Press the PAPER ADV key and type the following line:

```
TO RETYPE AN ENTIRE LINE BEFORE RECORDING PRESS THE RECORD CONTROL/ERASE SWITCH.
```

26. Press the LINE FEED key, then the RETURN key.

27. Type the following two lines, ending the first line by pressing the LINE FEED key, then the RETURN key and ending the second by pressing the LINE FEED key 4 times, then the RETURN key once:

```
THE CHARACTER DISPLAY LIGHTS WILL GO OUT, INDICATING THE RECORD BUFFER IS
EMPTY.
```

You have just recorded 17 blocks of data on CASSETTE 2!

EXERCISE 3B. RECORDING ON TAPE CASSETTE IN THE *CONT*INUOUS TAPE FORMAT

1. Set TAPE FORMAT to CONT.

2. Type the following paragraph, ending each line by first pressing the LINE FEED key, then the RETURN key:

THE CONTINUOUS TAPE FORMAT IS DIFFERENT FROM THE LINE TAPE FORMAT IN THAT THE RETURN KEY DOES NOT CAUSE THE CONTENTS OF THE RECORD BUFFER TO BE RECORDED ON THE RECORD CASSETTE. RECORDING OCCURS WHEN THE RECORD CONTROL/OFF SWITCH IS PRESSED OR WHEN THE 86TH CHARACTER IS ENTERED INTO THE RECORD BUFFER. THIS MEANS THAT UNLESS THE RECORD CONTROL/OFF SWITCH IS PRESSED, THERE IS NO WASTED SPACE WHEN RECORDING IN THE CONTINUOUS TAPE FORMAT. HOWEVER, SINCE YOU DO NOT HAVE THE RETURN CHARACTER AS A BLOCK SEPARATOR (AS IN THE LINE TAPE FORMAT), IT IS MORE DIFFICULT TO EDIT TAPES RECORDED IN THE CONTINUOUS TAPE FORMAT. FOR EXAMPLE, IF THE TAPE FORMAT WERE SET TO LINE, THE FIRST LINE IN THIS EXERCISE WOULD BE ONE BLOCK ON TAPE. BUT SINCE THE TAPE FORMAT IS SET TO CONTINUOUS, THE CORRESPONDING BLOCK WILL INCLUDE ALL THE FIRST LINE, THE LINE FEED AND RETURN CHARACTERS, PLUS THE FIRST TWO WORDS AND THE SPACE AFTER THE SECOND WORD IN THE SECOND LINE. HOWEVER, YOU CAN PREPARE AND EDIT A TAPE IN THE LINE TAPE FORMAT, THEN CONVERT THE TAPE TO THE CONTINUOUS TAPE FORMAT LATER FOR BETTER STORAGE. YOU CAN ALSO PERFORM THE OPPOSITE CONVERSION.

NOTE

Since the RETURN key does not initiate recording, part of the last line is still in the record buffer and has not been recorded. Only if the last character in the line had been the 86th character entered into the record buffer, would recording have occurred automatically. Therefore, you will have to initiate recording with the RECORD CONTROL/OFF switch.

3. Press the RECORD CONTROL/OFF switch to record the remaining characters in the record buffer onto CASSETTE 2. The remainder of the last block recorded on tape will contain nulls.

EXERCISE 4. PLAYING BACK A TAPE CASSETTE

The data you have just recorded you are about to play back five different ways!

1. Set CASSETTE 2 to PLAYBACK.

2. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.

3. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.

Playing Back Continuously with the SKIP key:

4. Press the SKIP key to play back CASSETTE 2 continuously; blocks of data will be read from the playback cassette (CASSETTE 2) and entered into the playback buffer, then read from the playback buffer to the printer with only a pause between blocks.

5. When printing stops, press the PLAYBACK CONTROL/STOP switch.

6. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.

7. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.

Playing Back Continuously with the CONT START Switch:

8. Press the CONT START switch to playback CASSETTE 2 continuously.

9. When printing stops, press the PLAYBACK CONTROL/STOP switch.

10. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.

11. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.

Playing Back a Block at a Time:

12. Press the BLOCK FWD switch to play back CASSETTE 2 one block at a time; the first block of data will be read from the playback cassette (CASSETTE 2) and entered into the playback buffer, then read from the playback buffer to the printer.

13. Press the BLOCK REV switch to back up the tape one block and clear the playback buffer.

14. Press the BLOCK FWD switch to play back the same block.

15. Press the BLOCK FWD switch to play back the next block.

16. Repeat step 15 until all the data you recorded in EXERCISE 3A is played back to the printer. Notice that each block is comparable to one printed line, the last character in each block being the carriage return character.

17. Press the BLOCK FWD switch to play back the first block of data you recorded in EXERCISE 3B.

18. Press the BLOCK FWD switch to play back the next block.

19. Repeat step 18 until all the data you recorded in EXERCISE 3A is played back to the printer. Notice that a block is not necessarily comparable to one printed line. The only two cases in which the carriage return character may be the last character in a block is when it is either the 86th character entered into the record buffer or the last character entered into the record buffer before the RECORD CONTROL/OFF switch is pressed.

20. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.

21. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.

Playing Back a Character at a Time:

22. Press the CHAR FWD switch to enter the first block of data into the playback buffer and read the first character in the block to the printer.

23. Press the CHAR FWD switch several more times; each time you press the switch, the next character will be read from the playback buffer and printed out on the printer. If there are no more characters in the playback buffer when the CHAR FWD switch is pressed, the next block on tape will be entered into the playback buffer and the first character in that block will be printed out.

NOTE

Do not play back all the data one character at a time, since the process would be too time consuming. Just play back characters until you feel comfortable with the CHAR FWD switch.

EXERCISE 5. SEARCHING A TAPE CASSETTE

1. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.
2. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.
3. Press the ESC key.
4. Press the $ key; the terminal will respond with a line feed and a carriage return.
5. Type the following:

```
RECORD BUFFER
```

> NOTE
> If you make an error in typing the search ID, press the BREAK key and return to step 1. The TAPE ← and TAPE → keys will not work.

6. Press the SKIP key to search the tape for RECORD BUFFER.
7. When RECORD BUFFER is located on tape, the terminal will respond with a line feed and a carriage return.
8. Press the BLOCK FWD switch to check where you have reached on tape. Notice that playback will start after the search ID.
9. Press the ESC key.
10. Press the $ key; the terminal will respond with a line feed and a carriage return.
11. Press the SKIP key to search for RECORD BUFFER on the remaining tape.
12. After the terminal responds with a line feed and a carriage return, press the BLOCK FWD key to check where you have reached on tape.

Terminating a search while the search is in progress:

13. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.
14. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.
15. Press the ESC key.
16. Press the $ key; the terminal will respond with a line feed and a carriage return.
17. Type the following:

```
SEPARATOR
```

18. Press the SKIP key; wait a few seconds while that tape is being searched for SEPARATOR, then press the BREAK key; the search will terminate.

EXERCISE 6. DUPLICATING A TAPE CASSETTE

1. Set PRINTER to OFF.

2. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.

3. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.

4. Insert the demonstration tape cassette (Side B facing you) into the CASSETTE 1 transport.

5. Press the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.

6. Press the CASSETTE 1 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.

7. Press the RECORD CONTROL/ON switch.

8. Press the CONT START switch; the data you recorded on CASSETTE 2 will be entered into the playback buffer, then transferred to the record buffer and finally recorded on CASSETTE 1 (CASSETTE 2 remains unchanged). Since the TAPE FORMAT switch is set to CONT, the blocks of data you recorded in EXERCISE 2A in LINE format will be converted to CONT format. Since you recorded all blocks of data in EXERCISE 2B in CONT, no conversion will occur. At the end of tape duplication, CASSETTE 1 will be recorded in the CONT tape format.

   NOTE
   You can tell that duplication has stopped when the CHARACTER display lights stop blinking.

9. Press the CONT STOP switch to terminate tape duplication.

10. Press the RECORD CONTROL/OFF switch.

11. Set PRINTER to LOCAL.

12. Set CASSETTE 1 to PLAYBACK.

13. Press the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.

14. Press the CASSETTE 1 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.

15. Press the CONT START, BLOCK FWD, or CHAR FWD switch as desired to play back the new tape.

16. Press the (CONT) STOP switch to terminate playback of CASSETTE 1.

EXERCISE 7. ERASING A TAPE CASSETTE

1. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.
2. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.
3. Press and hold the RECORD CONTROL/ERASE switch (with your left hand).
4. Press the RECORD CONTROL/OFF switch (with your right hand); tape erasure will begin.
5. Release the RECORD CONTROL/OFF switch.
6. Release the RECORD CONTROL/ERASE switch.
7. Press the RECORD CONTROL/OFF switch to terminate tape erasure.

EXERCISE 8. ENTERING DATA UNDER FORMAT PROGRAM CONTROL

For demonstration purposes only, if the beeper sounds before step 20, repeat steps 7, 8, and 9; press the ! key, then begin again at step 15. You will have a chance to make some errors after step 20.

1. Set PRINTER to LOCAL.
2. Set TAPE FORMAT to LINE.
3. Press the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.
4. Remove the demonstration tape cassette from the CASSETTE 1 transport and turn it around so that Side A is facing you, then insert the cassette back into the CASSETTE 1 transport.
5. Press the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.
6. Press the CASSETTE 1 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.
7. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.
8. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.
9. Press the ESC key.
10. Press the $ key; the terminal will respond with a line feed and a carriage return.
11. Type in the following:

```
EMPLOYEE RECORD
```

12. Press the SKIP key to search for EMPLOYEE RECORD (the name of the format program); when it is located on tape, the terminal will respond with a line feed and a carriage return.
13. Press the ESC key.
14. Press the # key; the Model 742 will load the format program into memory from CASSETTE 1, enter the EXECUTE MODE, and print out a header and the first prompt:

```
♦EMPLOYEE RECORD
 LAST NAME:'
```

(may be answered with 1 to 14 characters, extended alphabet)

NOTE

The "*" before EMPLOYEE is one method of indicating on the source document a prompt which corresponds to the beginning of a block on tape. Ask your supervisor what will be used in your work.

15. Type in the following:

SMITH

16. Press the SKIP key to print out the next prompt:

FIRST NAME: (1 to 14 characters, extended alphabet)

17. Type in the following:

JIM

18. Press the SKIP key to print out the next prompt:

MIDDLE INITIAL: (1 character only, alphabet)

19. Type in the following:

R

The printer will automatically print out the next prompt:

CITY: (1 to 14 characters, extended alphabet)

NOTE

Pressing the SKIP key is not necessary if the format program enables "auto skip" and the maximum field size is entered. The next prompt will be automatically printed after you type in the maximum number of characters permitted for a specific field. Ask your supervisor if the format program you will be using enables "auto skip".

Now let's make some intentional errors!

20. Type in the following:

HOU34

The terminal will beep, and the ERROR indicator will illuminate. Further entries from the keyboard will again sound the beeper. The "4" is not an extended alphabet character.

21. Press the RUBOUT key; the printer will print out the prompt for the present field again:

CITY:

22. Type in the following:

HOUSTON

If you make an error again, repeat steps 21 and 22.

23. Press the SKIP key to print out the next prompt:

STATE: (1 to 14 characters, extended alphabet)

24. Type in the following:

TEXAS

25. Press the SKIP key to print out the next prompt:

ZIP: (5 characters only, numeric)

26. Type in the following:

7702

27. Press the SKIP key; the terminal will beep. You have entered only 4 characters when 5 are required for this field.

28. Press the RUBOUT key to print out the prompt for the present field again:

ZIP:

29. Type in the following:

77027

The printer will print out the next prompt:

TELEPHONE: (7 characters only, numeric)

NOTE

A hyphen (-) will be printed between the first 3 and last 4 characters.

30. Type in the following:

459

and wait for the "-" to be printed out.

31. Type in the following:

6543

The printer will print out the next prompt:

SOCIAL SECURITY # [(8 characters only, numeric)

NOTE

The combination of the left bracket([) and right bracket (]) is one method of indicating on the source document a prompt whose response requires a double entry. This method is used for critical fields.

32. Type in the following:

```
473
```

and wait for the "-" to be printed out.

33. Type in the following:

```
37
```

and wait for the "-" to be printed out.

34. Type in the following:

```
4501
```

and wait for the right bracket and comma to be printed out.

35. Type in the following:

```
457
```

NOTE

No hyphen will be printed out the second time.

36. Type in the following:

```
38
```

The terminal will beep; you have not correctly typed the entry twice.

37. Press the RUBOUT key to print out the prompt for the present field again:

```
SOCIAL SECURITY # [
```

38. Type in the following:

```
473
```

and wait for the "—" to be printed out.

39. Type in the following:

```
37
```

and wait for the "—" to be printed out.

40. Type in the following:

```
4501
```

and wait for the right bracket and a comma to be printed out.

41. Type in the following:

```
473374501
```

The printer will print out the next prompt:

```
MARRIED:
```
(1 character only, either Y or N)

NOTE

A " ; " is one method of indicating on a source document a prompt whose corresponding field cannot be duplicated. You will practice duplication later.

42. Type in the following:

```
R
```

The terminal will beep; you have entered "R" when only "Y" or "N" is allowed in this field.

43. Press the RUBOUT key to print out the prompt for the present field again:

```
MARRIED:
```

44. Type in the following:

```
Y
```

The printer will print out the next prompt:

```
# OF CHILDREN:
```
(1 character only, numeric)

45. Type in the following:

```
1
```

NOTE

Since this prompt corresponds to the last entry in the present block, instead of automatically skipping to the first prompt in the next block which would necessitate recording the present block, this format program requires that you press the SKIP key before recording.

Now suppose you realize that you entered an incorrect response for the FIRST NAME field (step 17). You need to change JIM to JOHN. Since that entry is not in the present field, the RUBOUT key will not return you to the correct prompt. Before learning how to correct entries in previous fields, let's see the data you have entered so far by printing out the contents of the entry buffer:

46. Press the PAPER ADV key.

47. Press the ESC key to print out the contents of the entry buffer:

```
SMITH          JIM            RHOUSTON       TEXAS          770274596543473374501111
```

NOTE

Notice that the "Y" you type in response to the MARRIED prompt was changed to a "1" by the format program. If you had typed in an "N," the format program would have changed it to a "0." Frequently, a format program may change an entry you make from the keyboard because the keyboard entry either requires too much space or makes no sense to the remote computer.

To change JIM to JOHN:

48. Press the HOME key; the printer will print out first prompt in the present block:

```
LAST NAME:
```

NOTE

A colon (:) is one method of indicating on the source document a prompt whose corresponding field can be duplicated. If a field is entered correctly in the entry buffer, it need not be reentered if it is flagged as a field that can be duplicated. In this case SMITH is correctly entered into the entry buffer, so there is no need to reenter it. By the way, since the entry buffer is not changed by the recording operation, a field in a previous block may be duplicated for the corresponding field in the present block. You will learn how to do this later.

49. Press the DUP key to duplicate SMITH in the present field; the printer will print out the next prompt:

```
FIRST NAME:
```

50. Type in the following:

```
JOHN
```

51. Press the SKIP key to print out the next prompt:

```
MIDDLE INITIAL:
```

52. Press the DUP key to duplicate R in the present field; the printer will print out the next prompt:

```
CITY:
```

53. Press the DUP key to duplicate HOUSTON in the present field; the printer will print out the next prompt:

```
STATE:
```

54. Type in the following:

```
TEXAS
```

55. Press the SKIP key to print out the next prompt:

```
ZIP:
```

56. Press the DUP key to duplicate 77027 in the present field; the printer will print out the next prompt:

```
TELEPHONE:
```

57. Press the DUP key to duplicate "459"; the printer will print out a "—".

58. Press the DUP key to duplicate "6543"; the printer will print out the next prompt:

```
SOCIAL SECURITY #: [
```

NOTE

Double key entries cannot be duplicated using the DUP key, but must be typed twice. A double key entry is denoted by a left bracket ([ ) instead of the usual colon (:) which denotes that the DUP key may be used.

59. Type in the following:

```
473
```

and wait for the hyphen (—) to be printed out.

60. Type in the following:

```
37
```

and wait for the hyphen (—) to be printed out.

61. Type in the following:

```
4501
```

and wait for the right bracket ( ]) and the comma (,) to be printed out.

62. Type in the following:

```
473374501
```

The printer will print out the next prompt:

```
MARRIED;
```

NOTE

The semicolon (;) may denote a field which cannot be duplicated. In this case, if you were to press the DUP key, you would get an error indication. The format program does not remember that it changed the "Y" to a "1" earlier; so at this point it will check for a "Y" or an "N" when the DUP key is pressed, but will find a "1." You have to reenter the "Y" and let the format check for a "Y" or an "N", then change the entry to a "1" or "0", respectively.

63. Type in the following:

```
Y
```

The printer will print out the next prompt:

```
# OF CHILDREN
```

64. Press the DUP key to duplicate "1" in the present field.

Before pressing the SKIP key to record the present block, let's see how the block will look:

65. Press the PAPER ADV key.

66. Press the ESC key to print the contents of the entry buffer:

```
SMITH          JOHN          #HOUSTON          TEXAS          770274596543473374501 11
```

67. Press the SKIP key to record the present block. The printer will print out the next prompt:

```
◆SPOUSE
 FIRST NAME:
```

(1 to 14 characters, extended alphabet)

NOTE

Since the last name of the spouse will be the same as the employee's last name (i.e., SMITH), this format program automatically duplicates SMITH in the first field. Therefore, you do not have to press the DUP key. Remember, the contents of the entry buffer are not altered after recording; all data in the previous block is still in the entry buffer.

68. Type in the following:

MARY

69. Press the SKIP key to print out the next prompt:

MIDDLE INITIAL: MIDDLE INITIAL: (1 character only, alphabet)

70. Type in the following:

S

The printer will print out the next prompt:

CITY: (1 to 14 characters, extended alphabet)

71. Press the DUP key to duplicate HOUSTON in the present field; the printer will print out the next prompt:

STATE: (1 to 14 characters, extended alphabet)

72. Press the DUP key to duplicate TEXAS in the present field; the printer will print out the next prompt:

ZIP: (5 characters only, numeric)

73. Press the DUP key after ZIP, TELEPHONE, and 2 hyphens (--); the following prompt will be printed out:

SOCIAL SECURITY # [(9 characters only, numeric)

74. Type in the following:

488

and wait for the "-" to be printed out.

75. Type in the following:

65

and wait for the "-" to be printed out.

76. Type in the following:

4886

and wait for the right bracket and the comma to be printed out.

77. Type in the following:

488654886

NOTE

You will notice that the MARRIED prompt is not printed out. The format program has automatically duplicated the MARRIED and # OF CHILDREN fields because the entries for spouse will be the same as for the employee. The format program is now waiting for you to press the SKIP key, so that the present block can be recorded. However, before proceeding, print the contents of the entry buffer to see the block you have just entered.

78. Press the PAPER ADV key.

79. Press the ESC key to print the contents of the entry buffer:

```
SMITH          MARY          SHOUSTON          TEXAS          770274596543488654886
```

80. Press the SKIP key to record the present block and print out the next prompt:

```
♦CHILD
 LAST NAME:
```

NOTE

"SMITH" is not automatically duplicated in this block because the child's last name is not necessarily the same as the employee's. In this case, however, the last names are the same; thus the DUP key may be used.

81. Press the DUP key to duplicate SMITH in the present field; the printer will print out the next prompt:

```
FIRST NAME:
```

82. Type in the following:

SUSAN

83. Press the SKIP key to print out the next prompt:

```
MIDDLE INITIAL:
```

84. Type in the following:

L

The printer will print out the next prompt:

```
CITY:
```

85. Type in the following:

```
RALEIGH
```

86. Press the SKIP key to print out the next prompt:

```
STATE:
```

87. Type in the following:

```
NORTH CAROLINA
```

The printer will print out the next prompt:

```
ZIP:
```

88. Type in the following:

```
66666
```

The printer will print out the next prompt:

```
TELEPHONE:
```

89. Type in the following:

```
444
```

and wait for the "-" to be printed ou

90. Type in the following:

```
5555
```

The printer will print out the next prompt:

```
SOCIAL SECURITY # [
```

91. Type in the following:

```
333
```

and wait for the "-" to be printed out.

92. Type in the following:

```
22
```

and wait for the "-" to be printed out.

93. Type in the following:

```
1111
```

and wait for the right bracket ( ]) and the comma (,) to be printed out.

94. Type in the following:

```
333221111
```

The printer will print out the next prompt:

```
MARRIED:
```

95. Type in the following:

```
N
```

The printer will print out the next prompt:

```
# OF CHILDREN:
```

96. Type in the following:

```
0
```

97. Press the PAPER ADV key then the ESC key if you would like to see the contents of the entry buffer.

98. Press the SKIP key to record the present block; the printer will print out another prompt:

```
MORE DOCUMENTS?
```

(1 character only, either Y or N)

You have just completed all the entries for one source document; the format program has been executed once. "MORE DOCUMENTS?" is one method of giving you the option to repeat or end a particular format program. Ask your supervisor about particular format programs you will be using in your work.

99. Press the Y key to enter data for another source document using the same format. (The "Y" will not be recorded.)

100. Type in the following:

```
JONES
SAM
M
ST. LOUIS
MISSOURI
63124
9996512
457723794
M
0
```

101. Press the N key when the MORE DOCUMENTS? prompt is printed out again; the format program will not automatically begin execution again.

However, you can begin execution again manually:

102. Press the BREAK key.

103. Press the ESC key.

104. Press the ! key; the terminal will enter the EXECUTE MODE and print out the first prompt.

105. Type in the following:

```
WEATHERALL
CATHERINE
S
DETROIT
MICHIGAN
48075
3539222
456111222
N
0
```

106. Press the N key when the MORE DOCUMENTS? prompt is printed out.

You have just entered five blocks of data under format program control!

EXERCISE 9A. REPLACING BLOCKS OF DATA ON TAPE CASSETTE

After you have entered all the data for the day under format program control, you may discover that you entered an incorrect block. Rather than reentering all the data for that particular format, you can make changes directly on tape.

1. Set CASSETTE 2 to PLAYBACK.
2. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.
3. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.
4. Press the BLOCK FWD switch 5 times to play back the data you recorded under format program control (EXERCISE 8). The data should look like the following:

```
SMITH          JOHN          RHOUSTON       TEXAS          770274596543473374501111
SMITH          MARY          SHOUSTON       TEXAS          77027459654348865488 6
SMITH          SUSAN         LRALEIGH       NORTH CAROLINA666664445555333221111 00
JONES          SAM           MST. LOUIS     MISSOURI       631249996512457723794 00
WEATHERALL     CATHERINE     SDETROIT       MICHIGAN       480753539222456111222 00
```

5. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.
6. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.

To replace the third block with the following block:

```
PIERCE         MIKE          PSAN DIEGO     CALIFORNIA     922655422345678901111 0 0
```

7. Press the BREAK key if the EXECUTE MODE indicator illuminates.
8. Press the ESC key.
9. Press the $ key; the terminal will respond with a line feed and a carriage return.
10. Type in the following:

```
4886
```

This search ID is in the block before the block to be replaced.

11. Press the SKIP key; when "4886" is located on tape, the terminal will respond with a line feed and a carriage return.

12. Press the BLOCK FWD switch to play back the remainder of the block with "4886" in it.

13. Press the BLOCK FWD switch to play back the next block. The block to be replaced will be printed out:

```
SMITH          SUSAN          LRALEIGH          NORTH CAROLINA666664445555333221111 00
```

14. Press the BLOCK REV switch to back up the tape to the beginning of the block to be replaced.

NOTE

Steps 13 and 14 are merely checks to verify that you have reached the desired block.

15. Set CASSETTE 2 to RECORD.

16. Press the RECORD CONTROL/ON switch.

NOTE

When typing in the new block you can visibly line up fields on the printer. Also, since you are in the NORMAL MODE, you can use the TAPE ← and TAPE → keys.

17. Type in the following:

```
PIERCE
```

18. Press the SPACE bar 8 times.

NOTE

Remember, the "LAST NAME:" field allowed up to a maximum of 14 characters. Since "PIERCE" is only 6 characters, 8 spaces are needed to fill up the rest of the field. Under different format programs, "filler" characters other than spaces may be required.

19. Type in the following:

```
MIKE
```

20. Press the SPACE bar 10 times.

21. Type in the following

```
P
```

22. Type in the following:

```
SAN DIEGO
```

23. Press the SPACE bar 5 times.

24. Type in the following:

```
CALIFORNIA
```

25. Press the SPACE bar 4 times.

26. Type in the following:

```
92266
```

27. Type in the following:

```
5472222
```

28. Type in the following

```
345678901
```

29. Type in the following:

```
0
```

30. Type in the following:

```
0
```

31. Press the LINE FEED key.

32. Press the RETURN key; the new block will be recorded on CASSETTE 2, replacing the old block.

NOTE

You were not aware of it, but for each block of data the format program entered a carriage return and a line feed character into the entry buffer after you entered this last field in the block. Then when the format program transferred the block to the record buffer, the block was immediately recorded on tape because the carriage return character was sensed.

33. Press the RECORD CONTROL/OFF switch.

34. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.

35. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate

36. Set CASSETTE 2 to PLAYBACK.

37. Press the CONT START switch to play back CASSETTE 2 and check that the block was replaced correctly.

38. Press the (CONT) STOP switch to terminate playback.

Wasn't it a lot easier (and safer) to enter data under format program control?

EXERCISE 9B. ADDING A BLOCK OF DATA ON TAPE

Now suppose that you forgot to include a block in your daily routine. In this exercise you will add a block after the fourth block.

1. Remove the demonstration tape cassette from the CASSETTE 1 transport and turn the cassette around so that Side B is facing you, then reinsert it into the transport.

2. Press the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.

3. Press the CASSETTE 1 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.

4. Erase CASSETTE 1. (Be careful not to erase CASSETTE 2 – CASSETTE 2 must be set to PLAYBACK!)

5. Press the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.

6. Press the CASSETTE 1 LOAD/FF switch and wait for the adjacent READY indicator to illuminate

7. Press the CASSETTE 2/REWIND switch and wait for the adjacent END indicator to illuminate.

8. Press the CASSETTE 2/LOAD switch and wait for the adjacent READY indicator to illuminate.

9. Press the ESC key.

10. Press the $ key; the terminal will respond with a line feed and a carriage return.

11. Type in the following:

```
3794
```

This search ID is in the block before the block you wish to add.

12. Press the RECORD CONTROL/ON switch to duplicate the CASSETTE 2 data onto CASSETTE 1 while searching.

13. Press the CONT START switch; when "3794" is located on tape, the terminal will respond with a line feed and a carriage return.

14. Press the BLOCK FWD switch to play back and record the rest of the block containing the search ID.

15. Type in the following:

```
LIVINGSTON
```

16. Press the SPACE bar 4 times.

17. Type in the following:

```
MARK
```

18. Press the SPACE bar 10 times.

19. Type in the following:

```
PCHICAGO
```

20. Press the SPACE bar 7 times.

21. Type in the following:

```
ILLINOIS
```

22. Press the SPACE bar 6 times.

23. Type in the following:

```
60176
```

24. Type in the following:

```
6713333
```

25. Type in the following:

```
444779999
```

26. Type in the following:

```
0
```

27. Type in the following:

```
0
```

28. Press the LINE FEED key.

29. Press the RETURN key to record the block of data on CASSETTE 1

30. Press the BLOCK FWD switch to duplicate the other block.

31. Press the RECORD CONTROL/OFF switch.

32. Press the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.

33. Press the CASSETTE 1 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.

34. Set CASSETTE 1 to PLAYBACK.

35. Press the CONT START switch to play back CASSETTE 1 and check the block you just added.

36. Press the (CONT) STOP switch to terminate playback.

EXERCISE 9C. DELETING A BLOCK OF DATA FROM TAPE

In this exercise you will delete the fifth block of data.

1. Press the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.
2. Press the CASSETTE 1 LOAD switch and wait for the adjacent READY indicator to illuminate.
3. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.
4. Press the CASSETTE 2/LOAD switch and wait for the adjacent READY indicator to illuminate.
5. Press the ESC key.
6. Press the $ key; the terminal will respond with a line feed and a carriage return.
7. Type the following:

3794

This search ID is in the block before the block to be deleted.

8. Press the RECORD CONTROL/ON switch.
9. Press the CONT START switch; when "3794" is located on tape, the terminal will respond with a line feed and a carriage return.
10. Press the BLOCK FWD switch to play back and record the rest of the block on CASSETTE 1.
11. Press the RECORD CONTROL/Off switch.
12. Press the BLOCK FWD switch to playback but not record the unwanted block.
13. Set PRINTER to OFF.
14. Press the RECORD CONTROL/ON switch.
15. Press the CONT START switch to duplicate the rest of the tape.
16. Press the STOP switch when the CHARACTER display lights go on.
17. Press the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.
18. Press the CASSETTE 1 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.
19. Set PRINTER to LOCAL.
20. Set CASSETTE 1 to PLAYBACK.
21. Press the CONT START switch to play back CASSETTE 1 and check your editing.
22. Press the (CONT) STOP switch to terminate playback.

EXERCISE 9D. CHANGING A FIELD IN A BLOCK OF DATA

In this exercise you will change CATHERINE to CATHEY in the last block.

1. Press the CASSETTE 1 REWIND switch and wait for the adjacent END indicator to illuminate.
2. Press the CASSETTE 1 LOAD switch and wait for the adjacent READY indicator to illuminate.
3. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.
4. Press the CASSETTE 2 REWIND switch and wait for the adjacent READY indicator to illuminate.
5. Press the ESC key.
6. Press the $ key; the terminal will respond with a line feed and a carriage return.
7. Type in the following:

```
CATHERINE
```

8. Press the RECORD CONTROL/ON switch.
9. Press the CONT START switch; when "CATHERINE" is located on tape, the terminal will respond with a line feed and a carriage return. (CATHERINE will be the last 9 characters entered into the record buffer.
10. Press the RECORD CONTROL/PRINT switch to print out the contents of the record buffer and the search ID.
11. Press the TAPE ← key until the "C" is visible directly to the left of the printhead.
12. Press the TAPE ← key one more time; the printhead will cover the "C".
13. Type in the following:

```
CATHEY
```

14. Press the SPACE bar 3 times to strike over the "INE" in the record buffer with spaces.
15. Set PRINTER to OFF.
16. Press the CONT START switch to duplicate the rest of the tape.
17. Press the STOP switch when the CHARACTER display lights go out.
18. Press the RECORD CONTROL/OFF switch.
19. Press the CASSETTE 2 REWIND switch and wait for the adjacent END indicator to illuminate.

20. Press the CASSETTE 2 LOAD/FF switch and wait for the adjacent READY indicator to illuminate.

21. Set PRINTER to LOCAL.

22. Set CASSETTE 2 to PLAYBACK.

23. Press the CONT START switch to play back CASSETTE 2 and check your editing.

24. Press the (CONT) STOP switch to terminate playback.

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